

WATER TREATMENT PLANT SUPERINTENDENT

GRADE: 26

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Water Treatment Plant Superintendent performs difficult professional and intermediate administrative work in directing the operation and maintenance of the water treatment and pumping plant. The work involves responsibility for supplying potable and palatable water to consumers through supervisory and other personnel. This position requires contacts with customers, Federal and State officials, etc., to explain specialized matters. Physical demands are moderate. The work is performed under the general managerial review of the Director of Public Works, with considerable opportunity for discretion and independence of action.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Manages the total plant operations to ensure that Federal and State water quality standards and consumer water quantity demands are met and satisfied.
- Plans, schedules, assigns, inspects and supervises the work of the plant operators, providing training, developing and teaching training programs so the staff maintains operational certification.

- Prepares the annual budget requests for the plant in an effective and efficient manner and sees that expenditures are maintained within budgetary limitations; orders all supplies, equipment, chemicals, etc., and writes the technical specifications for these items.
- Prepares and oversees the preparation of and submission of all reports to Federal and State agencies and City departments and divisions.
- Maintains cooperative working relationships with the other members of the plant staff, cooperates with and provides assistance needed to other sections of the Public Works Department and with other City departments with whom the plant interacts, and with Federal and State agencies and the consuming public.
- Plans for future plant needs, seeing that studies are conducted to keep plant equipment and treatment methods in an updated condition and makes recommendations for new equipment, projects and major repair of plant equipment, and personnel needs.
- Directs the maintenance program of plant equipment to maintain it in good and proper condition.
- Performs other related duties and tasks as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in science, engineering, or a closely related field and seven years of progressively responsible experience in a complex water treatment operation in a certified capacity, including two years in a supervisory capacity.

Must have a valid Class 4 Water Treatment Operator's License prior to date of hire. Certification as a Maryland Class 4 Superintendent is necessary within three months of appointment. Possession of a valid driver's license.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the principles, procedures and practices necessary to maintain and enhance the operation and maintenance of a Class 4 Water Treatment Plant.
- Knowledge of the Federal and State water quality standards (the Safe Drinking Water Act and Amendments) and the reporting requirements.
- Knowledge of Federal and State safety regulations for a Class 4 water plant operation, i.e. OSHA, MOSH, Right-to-Know, Underground Tank Regulations and SARA Title III.
- Knowledge of management principles and practices, administration techniques, current literature, techniques and developments in the field of a complex water plant operation.
- Ability to apply management principles, procedures and techniques in the operation and maintenance of a Class 4 water treatment plant.

- Ability to establish and maintain effective working relationships with public officials, consumers, subordinates, Federal and State agencies etc.
- Ability to communicate effectively orally and in writing.
- Ability to make short and long range plans for the needs of a complex water plant operation.
- Ability to develop and teach training programs to the staff to maintain operational certification.